

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: August 3, 2015
CC: All Departments



Interim Town Administrator: As a result of a conditional offer being made to a candidate for the position of Town Administrator, a significant amount of time was devoted to working on contract negotiations with both the candidate and the Board of Selectmen. I also had discussion with Attorney Rice to ensure the agreement covered necessary legal requirements. I have also begun working on transitional material to assist a new Town Administrator. I prepared the Personnel Policy Staff report and associated material. Additionally, material was prepared to be distributed to all employees on August 7 pertaining to the new merit performance system. I reviewed the installation of the new Town Hall Streams system to ensure it would be adequate for the Selectmen's meeting. I attended the Board of Selectmen's meeting and also responded to a variety of correspondence. The week of August 3rd, I will be in the office all day Wednesday and Thursday and in the morning on Friday.

Administrative Liaison: During the past week, while on vacation in Maine, I communicated electronically with Interim Town Administrator Granfield to prepare for a recommendation for a compensation stipend for the interim co-managers at the WMF. I also assisted with facilitating communications between the Assistant Recreation Director and staff for Town Website Red Banner and News and Announcement posting of the Long Island Beach closure due to high bacteria levels in the water. Also, during the week, I handled telephonic communications with Primex regarding workman's compensation claims involving a WMF PT staffer.

Finance: Nothing to report this week.

Assessor: The informal hearings are scheduled for Tuesday, Wednesday, Thursday and Friday this week, and also next Monday, if necessary. I will be sitting in on all hearings this year to help Vision with this process. Once the hearings are completed, the Vision Project Manager and I will review the information gathered during the hearings and make any necessary adjustments. The next step in this process is to send out letters with final values to those who attended the hearings as well as property owners who may have been affected by changes as a result of the hearings.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: **Highway Division:** High temps all week and very humid, now we can call it summer! The whole crew pulled together to clean up the Highway shop and groomed the highway grounds in preparation for Saturday's Annual Household Hazardous Waste Day. Highway

Foreman Wakefield attended to traffic control and over saw the work being done on Ossipee Park Road. The Rock Hog Company assisted this week in the removal of large and ledge-like rocks that were deemed hazardous or a hindrance; and the highway crew repaired the aesthetic look by adding loam and seeding that was needed after the rock removal. A culvert on Bodge Hill Road needed the screens pulled and unplugged. Our normal warm weather road activities continued throughout the week with ditching and grading being done on roads such as Bodge Hill Road and Glidden Road which utilized equipment such as the shoulder machine, excavator, grader and a rented roller. Truck 6 died on the side of the road, fully loaded, and Meredith Truck Repair was called in. They were able to diagnose and do a quick fix that allowed the truck to restart and return to the shop. It was found that the starter wires had loosened and welded themselves causing the no start, and a new starter has been ordered. It was reported that the tire came off the skid steer at WMF. This was without injury; our mechanic and helper were able to get the skid steer repaired and back in service timely.

Facility & Grounds Division: There were restroom custodial issues in the ladies room at Town Hall and an odor throughout the entire PSB reported and addressed. Flag maintenance at the Historical Building was reported as needing done and was attended to. Audio cable was added to the Town Hall meeting room for the live stream cameras. A large scale power outage hit several towns including Moultonborough which had building alarms going off, internet issues and the generator done. Once the generator was running, it was determined that it is not capable of handling the running of compactors at WMF during long-term outages. This would cause the WMF to have to be closed once containers were loose filled. Agt. Kinmond assisted remotely with communications to facilities staff, NHEC and Waste Management Facility staff. Agt. Kinmond also posted outage information on the PW Facebook page. The grounds crew were busy with mowing of cemeteries, playground and other common areas.

WMF Division: The facility shipped 41 bales of cardboard, and due to a vender switch via NRRA for mixed paper, the facility will need to house the container undercover or keep the container covered as the paper will not be accepted if wet. During this transition the container will be staged in the pole barn. Co-Manager King assisted with HHW Day on Saturday at the Highway Garage. The HHW event was well attended with 143 vehicles and 198 households served, 155 from Moultonborough. Five volunteers assisted Agt. Kinmond, FA King, Hwy Foreman Wakefield, and Office Assistant Hoyt.

Moultonborough Police Department: The Moultonborough Police Department recorded 433 log entries which included the following calls for service: 16 motor vehicle stops, 20 assists to Fire/EMS, 0 Directed Patrols, 12 arrests, 7 complaints, 4 MV Accident, 9 MV Complaints, 4 residential alarms, 5 commercial alarms and 4 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 476 calls for emergency service. For the period of 7/24/2015 to 07/30/2015, there were 30 calls for service: There were 15 Medical Emergencies, 1 Outside Fire, 1 Motor Vehicle Accident, 1 Authorized Controlled Burning call, 5 Lift Assists, 3 Good Intent calls, and 4 False Fire Alarms. MFR received automatic aid from Center Harbor on four calls.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:35 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:58 minutes

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:21 minutes
Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: July was a busy month for the department. Personnel responded to 106 incidents. Incidents included 65 EMS calls, 8 service calls, and 11 smoke detector/fire alarm calls. The department responded to one mutual request for a building fire on Route 25. On July 27, the department conducted fireboat operations training with Boat 1 in Greene's Basin. The crew was practicing targeting an object with the master stream device (a/k/a deck gun). This takes skill and practice due to the "nozzle reaction" or backward force caused by flowing water. The boat operator must compensate for the reaction by adjusting the forward thrust of the motors. Greene's Basin has a large rock island that is the perfect place to practice this skill. The training session had to be cut short due to lightning in the area visible over the Ossipee Mountain range. On July 29, the fire department provided the equipment to produce high expansion foam from Dawn dish detergent for the Moultonborough Recreation Department's Annual Foam Day for Happy Campers & REC'ing Crew. This annual event is a favorite among campers, staff and firefighters. One oil burner inspection was conducted.

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last Saturday, MRD hosted the annual Tennis Tournament in honor of Edith Hazeltine. Benefits from the raffle will be donated to the American Cancer Society. The concert series wrapped up last Wednesday. This summer, MRD hosted five concerts which included many local musicians. The series was well attended again this year, as many families enjoyed the music each week. This week marks the last week for Happy Campers and REC'ing Crew camps. MRD is offering two options for kids for the week of August 10: RECxploration Camp or Theater Camp. The second session for Swim & Tennis Lessons will also wrap up this week. On Wednesday, August 5, MRD will host Family Movie Night. Families are welcome to join us outside at the Lion's Club to watch the movie on the big screen. Lemonade and popcorn will be provided. All ages are welcome to this free event, which starts at 6:45pm. The Safe Sitter Training class is scheduled for Thursday, August 6. On Saturday, August 8, the annual Pathway Fund Run will take place at Playground Drive. Registrations are now open and will be taken the day of, beginning at 8:00am.

Important Dates to Remember

Board of Selectmen's Meeting, August 6, 2015

Joint Board of Selectmen & School Board Meeting, August 11, 2015, 7 PM

Board of Selectmen's Meeting, August 13, 2015, 7 PM

Board of Selectmen's Meeting, August 20, 2015, 7 PM

Board of Selectmen's Work Session, August 27, 2015, 4 PM

Volunteer Appreciation Day Luncheon, Lions Club, September. 26, 11 AM to 2 PM

Staff Meeting, August 7, 2015, 9 AM